



STUDENT HANDBOOK

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*A guide to your responsibilities,
University policies, rules & regulations*

Student Handbook

This Handbook contains procedures, rules & regulations and policies of GU that are essential for your success .

Our Campus: -

GNA University
V.P.O. Sri Hargobindgarh
Phagwara-Hoshiarpur Road, Phagwara-144401, Punjab

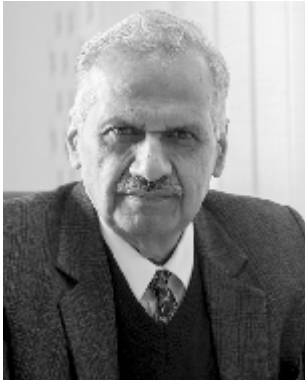
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*It's
Time
to start
something
new and
trust the
magic of
beginnings*

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FROM THE VICE-CHANCELLOR'S DESK



I am pleased to welcome you to GNA University for an exciting learning and professional development experience. You are part of a talented student body that is rearing to make a difference to the world through academic excellence, energy and creativity. We are proud that you chose GNA University to shape your future.

This Student Handbook will acquaint you about many aspects of your University. You will see the design part of the university, academic system, descriptions of the services and activities available to students, as well as our rules governing academic life and our Code of Student Conduct. As a member of the University community, you share a personal responsibility to behave in a dignified manner, take best advantage of the learning opportunity and contribute positively in the campus life.

All students – undergraduate, graduate and Ph.D. are expected to know, understand and follow the guidelines developed collaboratively by students, faculty and staff to assure that all members conduct their affairs as per rules and are enabled to achieve their individual goals.

Please pay close attention to the varied learning, professional development and service opportunities available. As you clarify your goals and plans, include time to become involved and ultimately lead some aspect of life on campus. Getting engaged on campus through active participation in a few of the clubs and societies, corporate engagement, community service, sports etc. will serve you well in carving a successful life.

I hope the year ahead of you is intellectually enriching, challenging and successful.

Best Wishes
Dr. V.K. Rattan
Vice Chancellor

GNA UNIVERSITY OVERVIEW

GNA University (GU) is designed to be a leading higher education organization engaged in creating, preserving and imparting knowledge to a diverse community of students. The unique feature of the programs conducted at the University focuses on experiential learning, industrial internships, learning to learn principles, flexible, credit based study programs and holistic development of personality which in turn will ensure employability of the students. GNA University benchmarks itself with leading institutions across the world in terms of intellectual capital, academic quality, delivery practices and industry linkages. The University credo includes focus on meritocracy, transparency, accountability, ethical behavior and service orientation.

The academic curriculum of GNA University is imparted through various Faculties:

- **GNA Business School (GBS)**
- **Faculty of Computational Science (FCS)**
- **Faculty of Engineering, Design and Automation (FEDA)**
- **Faculty of Animation and Multimedia (FAM)**
- **Faculty of Hospitality (FOH)**
- **Faculty of Physical Education and Sports (FPES)**

GNA, being a university with an industrial impetus, has set out a crystal clear agenda to promote education in association with industry. It has a strong industry academic interface. The work incorporated under this agenda includes arranging guest lectures by industry experts, taking students for exploratory industrial visits, having visiting faculty from Industry on board, encouraging students to do live industry based projects, participation of industry experts in various activities of the university like discussion on course curriculum as a part of Board of Studies, attending conferences and conclaves organized by the University etc. Live projects by the students during their summer internship are probed in detail by the university which surely accelerates the future career growth for the students.

GNA University's Wi-Fi campus has impressive infrastructure with well-equipped labs, lecture theatres, seminar halls, workshops, and separate hostel for boys and girls, and on top of it transport facility is available from all the nearby towns. The University proffers attractive scholarships to all the deserving students on the basis of their merit in qualifying examinations. There is a special scholarship scheme for girl students by the University. In broader perspective, GNA University offers a world of unleashing challenges and wide opportunities to its students which will further be of great tutelage in achieving paramount success and recognition in their life.

The university possesses lush green upcountry campus sited at Sri Hargobindgarh on Phagwara –Hoshiarpur State Highway with an easy access to road, rail and air connectivity. The nearby railway station, Phagwara Junction is just 6 kms away from the university campus and is a regular halt for all the major trains. The nearest airport, Sri Guru Ram Dass Jee International Airport, Amritsar is just 100 Kms from the university campus and has regular flights from all parts of the world. GNA University is piloted by S. Gursaran Singh, Chancellor, an eminent personality among the entire automobile and auto component manufacturing industry globally. All operational and strategic areas of GNA University are administered by its Pro-Chancellor, S. Gurdeep Sihra, a veteran and seasoned industrialist with an indomitable vision of imparting quality teaching and learning to the students.

VISION, MISSION AND CORE VALUES

GNA Vision

To be recognised as an institution with focus on technical skills, innovation and entrepreneurship by providing a dynamic learning environment to the future leaders.

GNA Mission

- Providing state of the art infrastructure, ideal environment for application based learning, research, working on industrial problems which are relevant to the society
- Offering programs in consonance with the industry requirement
- Ensuring and encouraging learning by practice
- Designing curriculum to match the industrial needs, global standard and societal aspirations
- Establish and enhance strategic relationship with the corporates
- Contributing towards the development of the sustainable society with community activities and awareness programs on health, hygiene, women empowerment, conservation of energy and protection of environment

GNA Core Values

A GNA student should imbibe :

5 C's

- Commitment
- Confidence
- Compassion
- Courage
- Character

4 D's

- Devotion
- Dedication
- Direction
- Discipline

3 E's

- Entrepreneurship & Esteem
- Execution
- Emotion (in work)

ACADEMICS AT GNA UNIVERSITY

Academic Responsibility at GNA University

GNA University is an academic community that is committed to personal and professional integrity on the part of all its members. The University's policies and procedures regarding academic responsibility were designed in accordance with our commitment to the five fundamental values that define academic integrity: honesty, trust, fairness, respect, and responsibility. Supporting these values in letter and spirit is the responsibility of each member of the GNA community.

The students are responsible for the preparation and presentation of work representing their own individual endeavors. Acceptance of this responsibility is essential to the educational process and must be considered as an expression of mutual trust, the foundation upon which creative scholarship rests. The students are directed to observe great care when preparing all written work and to fully acknowledge the source of all ideas and language other than their own. The students of GNA University should familiarize themselves with the University's policies concerning academic responsibility and ask their instructors for clarification concerning academic responsibility whenever they have any queries.

Academic Requirements

Every program has specific requirements clearly outlined in the curriculum. In addition, GNA University has some general requirements which must be fulfilled. In many cases, the general requirements overlap with the specific major course requirements. The curriculum requirements may vary from time to time.

Nature of Courses Offered at GNA University

At GNA University, all the courses are divided into following categories :

a. Core Courses

- i. There will be a Core Course in every semester. This is the course which should compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in the said program / discipline of study. The Core Course cannot be substituted by any other course.
- ii. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject or vice versa and such elective may also be referred as Generic Elective.
- iii. Dissertation/Project: A core course designed to acquire special/advanced knowledge, such as Project work/ Dissertation work is carried out by a candidate on his/her own with an advisory support from the faculty member. The Project work/ Dissertation work involving application of knowledge in solving/analysing/ exploring a real life situation/difficult problem can be of two types
 - Minor Project work (2-8 credits)
 - Major Project work (8-12 credits)

b. Elective Courses

An elective course is generally a course that can be chosen from a pool of courses and is :

- Very specific or specialized or advanced to the discipline/ subject of study
- Supportive to the discipline/ subject of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/subject/domain
- Nurturing candidate's proficiency/skill.

An elective course can be:

- I. Discipline Specific Elective (DSE) Course: Elective course offered by the main discipline/subject of study is referred as Discipline Specific Elective.
- ii.Generic Elective (GE) Course: An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure/ add generic proficiency is called a Generic Elective. A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such electives may also be referred to as Generic Elective.
- iii.Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). Ability Enhancement Compulsory Courses(AECC): These are the courses based upon the content that leads to Knowledge enhancement, such as, Environmental Science, English, Disaster Management etc. These are mandatory for all Post Graduate and Graduate programs.
Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and are aimed at providing hands-on-training, competencies, skills, etc.
- iv.The students will choose any course offered by a Faculty/ Centre under CBCS as Elective Course with the advice of his/her Faculty Mentor and the course instructor.
- v.In the event of failure in DSE and/or SEC course the student cannot substitute it by an equivalent course offered by the parent Faculty/centre only.
- vi.In the event of failure in a generic elective course the student can substitute it by an equivalent course offered by the parent or other department within or outside the School with the advice of his/her Faculty Mentor and the course instructor.
- vii.AECC should compulsorily be studied by a candidate to complete the requirement of a degree in a said programme/ discipline of study. AECC cannot be substituted by any other course.

c. Modular Course

These courses will be subject/ paper specific and will be designed by the departments offering the program. These courses will have no separate component of End Semester Evaluation. Advanced topics in the areas where the student is specializing can be offered as modular courses. Normally these topics are the ones which are of current interest and cannot be included in the core.

d. Audit Course

A student has an option of auditing some courses, grades obtained in such a course shall not be counted towards the calculation of grade point average.

TYPE OF COURSES

Types of Courses	Short Form
Core Course	CC
Discipline Specific Elective Course	DSE
Ability Enhancement Compulsory Courses	AEC
Skill Enhancement Courses	SEC
Generic Elective Course	GE
Audit Course	AU
Modular Course	MC
Extension Activity	EA

Choice Based Credit System (CBCS)

The CBCS provides choice to students to select from the prescribed courses (core, interdisciplinary and life skill courses). The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The CBCS provides a 'cafeteria' type approach in which the students can take courses of their preference, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning. CBCS enables the students to gratify their scholastic needs and aspirations as the system provides enhanced learning opportunities through interdisciplinary curriculum.

Salient Features of Choice Based Credit System (CBCS)

- It enables the student to attain a degree by accumulating required number of credits prescribed for that degree as per the model framework for program structure under study.
- It offers flexibility, as the student, apart from the core courses, has a choice in selecting courses as electives, relevant to the program of study and the program structure. The aim is to provide students to undertake inter-disciplinary courses (as electives). Interdisciplinary approach enables integration of concepts, theories, techniques, and perspectives from two or more disciplines to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline.
- A student may also select course(s) from domain electives, open electives, if available in the model framework for program structure of the program of study. Interdisciplinary Course may be from an unrelated discipline/subject, with the sole intention to seek exposure in that discipline/subject.
- A student makes her/his own semester academic planning worksheet based on the model framework for program structure of the program under study and may also have a choice from major/minor, dual or super specialization if available in the model framework for program structure.
- CBCS is a flexible system of learning that permits the students to make the best use of the expertise of the available faculty.

GENERAL POLICIES

ATTENDANCE POLICY

The students must ensure that they log in and log out in the Biometric Attendance System at the time of coming in and going out of the University.

International Students

All international students must not be absent for a continuous period of seven days or more or that the percentage of attendance for the course in any month must not fall below 75% or below without any valid reason.

Local Students

Full-time students enrolled in GU must attend all classes to obtain their qualification. If any student remains absent from the class for the consecutive seven working days, his or her name will be struck off from the records and it will require readmission. All non-attendance must be supported with a medical certificate or approved leave of absence from Head/ Dean of your respective faculty. A student may be barred from exams if his/her attendance falls below 75%. In addition, the student may not be placed out for fieldwork practicum (if any) if his/her attendance is less than satisfactory.

GU student who is absent from class/session must submit the documentary proof covering the period of absence to the Student Services Office within three working days to avoid being penalized for missing classes. Documentary proofs that are valid include :

- a) Approval of Leave by Head / Dean of your respective faculty.
- b) Medical certificates issued by a medical practitioner.
- c) Letter from parents or legal guardian explaining your absence with valid reason/s .
- d) Documentary proof explaining your absence for any unforeseen and unavoidable circumstances.

Leave Application

You should avoid submitting an application for leave if the period of leave involves missing classes, submission of assignments, tests, IVs or any other scheduled events.

However, if you have an application for leave where the period of leave involves the above mentioned activities, there will not be any make up lessons and/or re-assessments. In such case, you will be awarded with zero (0) mark for the affected components. As a result, you could fail in the module and may, depending on the course requirements, have to repeat the whole course or semester.

If you wish to apply for leave, you should adhere to the following procedures :

- a) Fill the application form mentioning the reason and duration of leave.
- b) Get it signed from your parent/guardian.
- c) Get the same signed from your class anchor.
- d) Submit the application to Dean for his approval.
- e) keep a copy of the application with yourself.
- f) Submit the original with your class anchor.

Medical Leave

If you are absent from class/session due to medical reasons, you should adhere to the following procedures:

- a) Contact your class anchor about informing your absence.
- b) You must complete the Student's Leave Application and get the same approved from your respective Class Anchor and HOD / Dean.
- C) Bring original medical certificate to your Dean's office immediately after getting the same signed from your class anchor upon your return to the University.

ADMISSION WITHDRAWAL POLICY

Post-Enrolment Withdrawal

If student wishes to withdraw from GU voluntarily, student shall adhere to the following procedures:

- Student must complete the Request for Post-Enrolment Withdrawal Form and submit it to GU Student Help Desk.
- An appointment shall be arranged for student to meet with the respective Head/ Dean for counselling session. With advice from HOD/ Dean, student shall decide on whether to continue with his/her study or proceed with the withdrawal

STUDENT SUSPENSION POLICY

The Head of the Department /Dean has the right to temporarily suspend any student for disciplinary reasons.

Any one of the following can be the cause for expulsion or may be a basis for suspension. A suspension may be warranted if a student is:

1. Habitually truant;
2. Incurable;
3. Continuously disruptive of discipline;
4. Continuously disruptive of the instructional effectiveness of the class;
5. One whose presence in University is detrimental to the safety of other students ;

Suggested Implementation Guidelines

Procedures leading to consideration of suspension are as follows:

- a) Concerned teacher will file a Feedback form with HOD/ Dean of the faculty when a student has a disruptive, disturbing, thwarting influence on the instructional effectiveness of the class environment.
- b) HOD/ Dean of the faculty has the authority to suspend students when it is deemed appropriate based on a thorough investigation and in accordance with Discipline policy.
- c) HOD/ Dean of the faculty will notify and provide an opportunity to meet with parent(s)/guardian(s) to discuss the reasons, terms, and conditions of the suspension and to allow for due process.
- d) A student suspension may contain an HOD/ Dean of the faculty's recommendation to the Vice Chancellor of the University that the student be expelled from University.
- e) The suspension by the HOD/ Dean of the faculty shall not exceed five working days in length, and the Dean Academics / Academic Coordinator may extend the suspension for an additional five teaching days.

- f) The Vice Chancellor may further extend the suspension for an additional five teaching days, if it is established that the suspended student's return to University would be detrimental to other students' health, welfare, or safety.
- g) Any student who has been suspended may be readmitted to the faculty by the HOD/ Dean of the faculty who suspended the student with a written apology by the student and counter signed by the parents.

This student can also be suspended from the University for participation in any of the following prohibited conduct :

1. In the University campus.
2. On the University property.
3. During any University sponsored activity.
4. Harming GU employee or such person's property.
5. The possession or control of a drug or controlled substance, an imitation controlled substance, drug paraphernalia, an alcoholic beverage.
6. Acting or being under the influence of a drug or controlled substance, or of an alcoholic beverage.
7. The sale, or distribution of any tobacco product.
8. Possession of a weapon (regardless of intent) whether functional or non-functional or whether designed for use. Weapon as defined in this section shall include:
 - i. Fireworks
 - ii. Flammable materials.
 - iii. Firearms
 - iv. Knife or any other instrument which can be used to inflict or threaten serious bodily harm.
 - v. Martial arts instrument(s), chains.
9. Any destructive device, including any explosive, incendiary, poisonous gas, bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, mine or device similar to these listed), or any combination of parts either designed or intended for use in converting any device into a destructive device.
10. Possession of materials that include instructions on how to produce and manufacture weapons.
11. Aggravated assault, arson, theft and extortion.

STUDENT EXPULSION POLICY

GNA University is committed to take all reasonable steps to ensure the students have the opportunity to successfully complete their programs. The University has a commitment to ensure that within this general framework that all students are treated fairly and equitably. Students who do not support the academic and ethical goals of the Institution for themselves and their fellow students may be subject to discipline action(s), up to and including expulsion.

In general, GNA University will attempt to resolve a situation without expulsion. Verbal warning, written warnings and suspension may precede this final and most serious of actions. Where GU deems the integrity, safety or well-being of its students, staff, clients, visitors and other guests is in danger then expulsion may be applied at its institution's discretion at any point in the process. In conjunction with this policy, GU will have to ensure that students receive and are aware of its Code of Conduct, its Academic Policy, and its Attendance Policy.

The following outlines the conditions under which a student may be expelled with cause:

1. Academic Dishonesty – students may be subject to expulsion at the discretion of GNA University for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:

- a. cheating
- b. plagiarism
- c. unapproved collaboration
- d. alteration of records
- e. bribery
- f. lying
- g. misrepresentations

2. Code of Conduct - All students are required to adhere to GU's published code of conduct. Where the violations do not have the potential to result in physical harm to persons or property GU may expel a student who has received suspension for failure to comply. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.

3. Significant Omissions or Errors in Admissions Documentation – The University has a responsibility to ensure students have been admitted in accordance with the registration requirements for the program. Students who knowingly or in error misrepresent their applications are subject to immediate expulsion.

4. Academic Failure – Students who fail to achieve the required academic standing in their programs may be expelled from the program. The University may at its discretion offer alternatives to a student and these are outlined in the academic policies for the program of study.

5. Attendance – Students who do not achieve the required attendance as stated in the Institution policy are subject to expulsion. Students who are absent from class for more than five consecutive days without sufficient cause will be automatically expelled.

6. Harassment or Discrimination – The University does not condone harassment or discrimination of any student, staff, client or visitor to GU. Students participating in harassing or discriminatory activities are subject to immediate suspension pending investigation. Expulsion is mandatory for any student who is deemed by the investigation to have engaged in harassing or discriminatory activities.

7. Misuse of Institution Property – Institution property is for the provision of Institution services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be fined.

8. Endangerment of Staff or Students – GU is committed to the right of all Institution staff, students, clients and visitors to be safe. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled.

Prior to expulsion, depending on the severity and nature of the situation, GU may take intermediate steps at its discretion including:

- a. verbal warning

- b. written warning
- c. suspension
- d. expulsion

Notification:

Students who are subject to expulsion for any reason will be notified in writing, either hand delivered or by registered mail with return receipt. GU is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides. The notification will contain a description of the basis for expulsion and the effective date. Expelled students who dispute the facts of the expulsion must appeal the decision within three days of the notification following the complaints procedure of GU provided to the student and providing sufficient proof to support the complaint.

Students who file an appeal and are unsuccessful are considered for withdrawn from GNA University

Return of University Property

A student who is expelled is responsible for the return of university property in his/her own possession within ten days and will be held financially responsible for any property not returned in good condition.

Fee Refund : Fee treatment will be done as per the Refund Policy.

REFUND POLICY

Duly filled form along with the original copy of the receipt of the deposited fee shall be submitted with the Office of the Registrar
 Table 1 : Refund Rule for Course Fee

S.No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
1	100%	15 days before the formally-notified last date of admission
2	80%	Not more than 15 days after the formally-notified last date of admission
3	50%	More than 15 days but less than 30 days after formally-notified last date of admission
4	00%	More than 30 days after formally notified last date of admission

*(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

GNA University shall deduct 10% of the aggregate fees as processing charges in case of serial number 1 mentioned in Table 1 above from the refundable amount.

ANTI - RAGGING POLICY

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009 has reiterated the ban on ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging. Forms of Ragging: Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

- Participation in/or Abetment of Ragging at GU may lead to :
 - Cancellation of Admission.
 - Suspension from Attending Classes.
 - Withholding/withdrawing scholarship/fellowship and other benefits.
 - Debarring from appearing in any test/examination or other evaluation process.
 - Withholding Results.
 - Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
 - Suspension/expulsion from the hostel.
 - Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
 - Expulsion from the institution and consequent debarring from admission to any other institution.
- Fine up to Rs. 25,000/-.

In the event of ragging, a student may contact Dean/Director, Students Welfare and may also email at –grievance@gnauniversity.edu.in or call at 01824 504999.
[National Anti Ragging Help Line \(UGC Crisis Hotline\) 24x7 Toll Free Number* 1800-180- 5522 \(helpline@antiragging.in\)](https://www.ugc.ac.in/anti-ragging)

Each student and his/her parents/ guardian have to furnish an affidavit along with the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.

Financial Aid Policies

Policies and procedures pertaining to all forms of financial assistance are established and posted on the University’s website.

Grievance Process

GNA University endeavours to resolve all grievances, complaints, and disputes in a timely and fair manner. In the event a student believes a complaint remains unresolved after the conclusion of the University's grievance and/or dispute resolution processes (including all appeals), the student may request that the complaint be reviewed by the Office of the Dean/Director, Student Welfare that will investigate complaints concerning matters within its statutory authority. The suggestions/grievances of students/parents can also be sent on suggestions@gna.university

STUDENT SUPPORTING SERVICE POLICY

University offers a variety of scholarships to the meritorious students under Sardar Amar Singh Educational Charitable Trust. The scholarship is in the form of financial aid. With the objective of encouraging meritorious students and academic excellence, scholarships are offered to deserving students of the GNA University.

- Scholarships are announced every year for the students under the following Categories:
- Merit Scholarships
- Merit cum Means Scholarship of GNA University
- Girl Child Scholarships
- Scholarships to the Children of GNA Employees
- Scholarship for SC/ST under Government Schemes
- Minority Scholarship under Government Schemes

IT POLICY

This policy is designed to guide students, faculty, staff, and other authorized users in the acceptable use of computer and information systems and networks provided by the University according to the mission of the University. It is meant as an application of the principles of respect and reverence for every person, the development of community, and the ideals of liberal education that are at the core of GNA identity.

a. Content: Student shall be responsible for all use of this network. In case, a student owns a computer and decides to connect it to GNA University’s network, student will be responsible for all the content on it. (This provision will also apply to any computer or device for which student is responsible, and is included in the meaning of “My Computer”.) In case student does not own a computer but is provided with some IT resources by GNA University, student will be held responsible for the content stored in the designated workspace allotted (examples: file storage area, web pages, stored/archived emails, on Computer Centre or Department machines).

b. Network: Student will be held responsible for all the network traffic generated by “My Computer” and understand that network capacity is a limited, shared resource. He/She agrees that physically tampering with network connections/equipment, sending disruptive signals, or making EXCESSIVE USE of network resources is strictly prohibited. Repeated offences of this type could result in permanent disconnection of network services. Student shall not share the network connection beyond his/her own use and will not act as a forwarder/ masquerader for anyone else.

c. Academic Use: Student understands that the IT infrastructure at GNA University is for academic use and he/she shall not use it for any commercial purpose or to host data services for other people or groups. Also, student should not host or broadcast information that might harm others or may be otherwise considered objectionable or illegal as per Indian law.

d. Identity: Student shall not attempt to deceive others about his/her identity in electronic communications or network traffic. Student will also not use GNA University IT resources to threaten, intimidate, or harass others.

e. Privacy: Student will not intrude on privacy of anyone. In particular he/she will not try to access computers (hacking), accounts, files, or information belonging to others without their knowledge and

explicit consent.

f. Monitoring: Student should understand that the IT resources provided to him/her are subject to monitoring, with cause, as determined through consultation with the GNA University administration, when applicable. The monitoring may include aggregate bandwidth usage to effectively manage limited IT resources as well as monitoring traffic content in response to a legal or law enforcement request to do so. He/ She authorizes GNA University administration to perform network vulnerability and port scans on my systems, as needed, for protecting the overall integrity and efficiency of GNA University network.

g. Viruses: Student shall maintain My Computer on this network with current virus detection software and current updates of my operating system, and he/she shall attempt to keep my computer free from viruses, worms, Trojans, and other similar programs.

h. File Sharing: Student shall not use the IT infrastructure to engage in any form of illegal file sharing (examples: copyrighted material, obscene material). In particular, student should note that electronic resources such as e-journals, e-books, databases, etc. made available by the Central Library, GNA University are for academic use. These resources can be searched, browsed, and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited. Use of robots, spiders or intelligent agents to access, search and/or systematically download from the e-resources is also prohibited. Any violation of this policy will result in penal action as per the rules and regulations of the University.

i. Security: Student should understand that he/she will not take any steps that endanger the security of the GNA University network. Specifically, he/she will not attempt to bypass firewalls and access rules in place. This includes not setting up servers of any kind (examples: web, mail, proxy) that are visible to the world outside the GNA University campus. In critical situations, GNA University authorities reserve the right to disconnect any device or disable any account if it believed that either is involved in compromising the information security of GNA University.

j. Penalties: Student should understand that any use of IT infrastructure at GNA University that constitutes a violation of GNA University Regulations could result in administrative or disciplinary procedures.

CODE OF CONDUCT

The aim of education is the intellectual, professional, personal and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness, and respect for the rights of all individuals. Self-discipline is necessary for the fulfilment of such goals. The rules and regulations of the University are subject to revision and implementation of new ones from time to time. You are reminded to check for such updates from the University's website and notice boards or even via email notices from the University to keep yourself updated.

You will have to abide by the new or revised rules and regulations with effect from the date of notice.

Please do not hesitate to contact our Student Services Office for any clarification when necessary.

The Students' ethics endeavours to promote this environment in the University, thus not limiting to areas stated here under:

- a) Respect for self
- b) Respect for others
- c) Respect for University Property
- d) Respect for University Authority
- e) Academic Integrity

Code of Conduct:

The students are expected to revere and adhere to these guidelines of the University. The students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the University, engage in any University activity in hostels, University campus and/or outside the campus during their visits for training, excursion, sports, and project work etc. The students should respect the rights and privacy of the other members of the University at all times. The students pursuing program leading to a professional qualification are also required to conduct themselves in a manner appropriate to their related profession as they are required to follow the professional conduct as future professionals in the field.

The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may breach the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions, regardless of whether the conduct occurred on or off campus.

- a) The students are expected to familiarize themselves with University's policies and protocols. Lack of familiarity will not be constituted as an excuse for failing to meet the expectations.
- b) The students who assist others in violating any provision of this Code may be charged with a Code violation to the same extent as those persons committing the violation.
- c) The students are responsible for the activities that occur in their hostel rooms. All assigned occupants of a room may be subject to the same penalty as the actual violators. Likewise, a student may be held accountable for any violation that is committed by the student's non-student guest.
- d) The students, who attempt conduct in violation of this Code, even if unsuccessful, may be charged to the same extent as a completed violation.

PROHIBITED CONDUCT

- a) Providing or using false information, including furnishing false information to any University official, faculty member, department, or office.
- b) Failure to act in a manner that reflects maturity, social responsibility, and respect towards the person and property of others.
- c) Engaging in conduct that threatens the health or well-being of oneself and others.
- d) Sexual Misconduct and Relationship Violence policy are subject to appropriate laws.
- e) Physical abuse, injury, constraint on another's physical movement, or threat of harm towards another person.
- f) Harassment, which includes engaging in conduct that, in the view of a reasonable person, has the purpose or effect of creating an intimidating or hostile educational, work, or living environment.
- g) Bullying and cyber bullying, which generally involve an imbalance of power, intent to cause harm, and repetition. Cyber bullying is bullying using the internet, mobile phones or other digital technologies.
- h) Arson or possession of any weapon in the premises.
- i) Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the University and surrounding community, acts as a breach of peace, or violation of the rights of others.
- j) Possession or storage, even if legally owned, of weapons, explosives, fireworks, ammunition, or other materials that could be harmful to the members of the community.
- k) Theft, misuse or damage to the property or belongings of another individual, group or entity, including unauthorized use of the University's corporate name, logo, marks or symbols, as well as other copyright violations.
- l) Unauthorized possession, duplication, or use of keys or swipe cards for any University premises, or unauthorized entry to or use of University premises.
- m) Any Community Conduct violation motivated by the race, gender, sexual orientation, religion, national origin, cultural background, disability, or other protected characteristic of another individual or group.
- n) Failure to act in a manner that reflects respect for one's own health and well-being, or, with regard to drugs and alcohol, that of others.
- o) Engaging in irresponsible, unsafe or otherwise improper conduct involving drugs or controlled substances on or off campus, including by the use, possession or distribution of illegal drugs or controlled substances.

- p) Unauthorized possession, misuse, adulteration or redistribution of prescription or other legal drugs, synthetic drugs, or household products.
- q) Engaging in irresponsible, unsafe or otherwise improper conduct involving alcohol on or off campus, including by purchasing, possessing, serving, distributing, consuming, or being under the influence of alcoholic beverages.
- r) Failure to comply with the directions of the University officials or law enforcement officers acting in performance of their duties, or to identify oneself to these persons when requested to do so.
- s) Violating the University's Library and Information Technology Appropriate Use policy.

OFF-CAMPUS CONDUCT

In the event that prohibited conduct occurring off-campus subjects a student to action by local law enforcement, including arrest, the student may be required to provide the Dean of Students Welfare with related documentation and/or an authorization for such authorities to disclose information to the University. The University expects its students to exhibit responsible behaviour outside the University premises as well.

EATING/DRINKING IN CLASSROOMS/LIBRARY/COMPUTER LABS

Students are not allowed to eat or drink (except bottled plain water) in the classrooms/library/computer labs of the University.

PUNCTUALITY

Students are expected to observe punctuality for classes. Those who arrive more than 5 minutes late for class will be marked absent for that class/lecture.

STUDENT'S BELONGINGS

Students are expected to take care of their personal belongings. The University will not be held liable for the loss of any personal belongings within the University's premises. If your personal belonging is lost / stolen make a report to office of Dean Student Welfare.

SMOKING PROHIBITION

Smoking is prohibited in the Campus. First-time offender will be fined Rs. 1,000/- and for repetitive offence, it is Rs. 2,000/-.

LIBRARY MATERIALS

Theft, mutilation, or any other action that renders books, periodicals, or other library material inaccessible or unfit for use is a serious offense against the University Community. Students who commit any of the above offence shall be subject to the University disciplinary procedures and, upon finding of a violation, may be suspended or excluded from the University.

FOR ALLEGED SEXUAL MISCONDUCT, STALKING AND DOMESTIC VIOLENCE

Once put on notice of possible sexual misconduct, Dean/Director, Student Welfare or designee(s) will promptly launch an initial inquiry into the conduct. The scope and timing of further action will depend upon a number of factors. In some rare cases, the timeline of an investigation may be temporarily delayed by a police investigation but will promptly resume as soon as the University deems appropriate.

MISCONDUCT

Misconduct includes:

- a) Violate any Code of conduct/ student discipline rules or policies
- b) Willfully disrupting any teaching, study, assessment or other activities of the administration of the University.
- c) Intentionally obstructing any employee of the University in the performance of his or her duties.
- d) Willfully damaging or wrongfully dealing or theft of any property under the control of the centre; any property on the centre premises; or property on a location where a student is present under the auspices of the centre.
- e) Unauthorized entry use or; misuse of or unauthorized behavior such as smoking, consuming a n y alcoholic drink or food is strictly prohibited.
- f) Disobeying, without reasonable cause, any instruction of an employee of the University, including failing to leave any premise or part of a premise when directed to do so.
- g) Withholding relevant information or furnishing false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a student, whether such withholding or furnishing of information takes place before or after the person becomes a student of the program.
- h) Acting dishonestly or unfairly with respect to the preparation or presentation of any essay, project, thesis or other work to be assessed or Any examination as required by the program conducted within or outside the premises of the centre.
- i) Does an act or omission that may endanger the safety or health of any person.
- j) Physical/ verbal assaults or attempts to harm any person.
- k) Sale or knowing possession of dangerous drugs or restricted dangerous drugs within the premise of the University.

Proceedings of misconduct

Any misconduct of students may be referred to our Disciplinary Committee. Disciplinary committee reserves the right to suspend or expel such student(s) from their course of study.

The University expects the students' community to uphold certain standards of community conduct which, in turn, promote and support the University's mission. When the action of a student or student organization violates the University's expectations of community conduct, those actions are subject to a process of review and resolution. This section describes the procedures employed for the resolution of alleged conduct violations. Any questions regarding Prohibited Conduct or the student conduct system should be referred to the Dean/Director of Students Welfare. It should be noted that certain violations may also be subject to adjudication under other University policies and procedures.

Penalty

When a student or student organization is found in violation of the Code of Conduct, any of the following types of sanctions may be assigned.

a) Financial Restitution. Restitution is monetary compensation required of students who have taken, misused, damaged, or destroyed University, public, or private property or services. Amounts charged to students may include cost to repair, replace, recover, clean, or otherwise account for the property or services affected.

b) Fine. Fine is punitive monetary costs intended to dissuade students from violating the Code of Conduct. Fines collected are used by the University to fund services and programs for student's welfare. Failure to pay a fine will result in a registration/graduation hold on the student's account.

c) Formal Warning. Formal notice will be issued to the students who have violated a University policy. A student must ensure that any such action is not acceptable and that further misconduct, or any other violation of a University policy, may result in more serious disciplinary action.

d) Suspension. A student who is suspended after having fulfilled all degree requirements will not be awarded his/her degree until the period of suspension is over and he/she has met all conditions for re-enrollment or re-application. The student may not participate in commencement exercises until the period of suspension is over.

DISCIPLINARY ACTIONS / PENALTIES

Any disciplinary record made is kept in the student's personal file. Any violation is referred to the Academic Coordinator and the Student Disciplinary Committee of GNA University.

Disciplinary actions may be taken for the following (but not limited to) breaches of expected conduct :

- a) Poor attendance and insufficient academic progress.
- b) Cheating or attempted cheating during exams or other assessments.
- c) Plagiarism.
- d) Signing in or out for another student on an attendance sheet.
- e) Forgery of a medical certificate and/or any other documents, including alteration of any documents.
- f) Inappropriate attitude and behavior, such as being disrespectful and insubordination to staff member of GNA University; inappropriate or aggressive behaviour to fellow students.
- g) Inappropriate or revealing attire.
- h) Sleeping, eating or drinking in class (with exception of bottled water), reading newspapers/magazines, and use of mobile phone, electronic audio/visual/gaming equipment, or any other willful misconduct in class.

- i) Fighting or committing other mischievous act of disturbance, littering, smoking, gambling, extortion, use of vulgarities, consumption of alcohol/chewing gum, use/possession of drug, etc.
- j) Theft, vandalism or damage of property of another student, a staff member, or of the University
- k) Failure to respond to a staff member of GNA University at the pre-determined time after a written notice requiring presence is served.
- l) Repeat an offence or failure to improve after a warning letter is served.
- m) Taking up employment while registered as a full-time student of GNA University.
- n) Absent from class without official leave.

Penalties include :

- a) Warning letters.
- b) Debarred from appearing in exams
- c) Signing a bond of good behavior counter signed by parents / legal guardian.
- d) Disqualification and removal from the Program/course.
- e) Expulsion (if there is serious breach of conduct or an accumulated record of misconduct even though no single incident is serious enough by itself to warrant Expulsion). Expulsion implies termination from the program/course and the termination of registration as a student with GNA University.

The following disciplinary actions will be taken for failing to comply with attendance requirement :

Cause	Action Taken
Absent for 3 days or occasions without valid reason and supporting document	1st telephonic communication with student & parents/Legal guardian
Absent for 7 days or occasions (accumulative from the previous absenteeism) without valid reason and supporting document	Warning letter issued to student & parents/ legal guardian - including meeting with parents / legal guardian
Absent for more than 10 days or occasions (accumulative from the previous absenteeism)	Expulsion letter issued to student expelling Student from University.

The following disciplinary actions will be taken for poor conduct (non-academic) and failing to comply with the rules & regulations of the University:

Cause	Action Taken
1 st offence	Information to student & parents /legal Guardian
2 nd offence (accumulative from previous misconduct)	1st warning letter issued to student & parents/ legal guardian including meeting with parents/ legal guardian
3 rd offence (accumulative from previous misconducts)	Final warning letter issued to student & parents / legal guardian - including meeting with parents / legal guardian
4 th offence (accumulative from previous misconducts)	Expulsion letter issued to student expelling student from University.

ACADEMIC DISHONESTY

Academic dishonesty in the preparation or presentation of any assessable work is regarded as misconduct, and GNA University imposes serious measures on students who are found to have acted in this way.

The major categories of academic dishonesty are :-

Academic fraud which means making a false representation to gain an unjust advantage which includes:

- a) Making contact with another person, contrary to instructions, during an exam or other assessments;
- b) Reusing one's own work that has been submitted previously and counted towards another course (without permission);
- c) Bringing unauthorized material or devices into an exam other than those specified for that assessment;
- d) Falsification of data;

Plagiarism which means the presentation of the thoughts or works of another as one's own which includes:

- a) Copying or paraphrasing material from any source without due acknowledgement;
- b) Using another's ideas without due acknowledgement ;
- c) Work with other without permission and presenting the resulting work as though it was completed independently.

It is the responsibility of the student to ensure that coursework (assignment/project) submitted is his/her own work. Any student found submitting work done by other people or if a significant portion of his/her work contains unacknowledged content, he/she is deemed to have committed plagiarism and will be subjected to disciplinary action by the University.

Attempting to cheat in an assessment or exam, even if the student did not succeed in using the material, is treated as cheating. Having the “banned” material with you in an assessment or exam is considered as cheating, even if you did not use it.

The Disciplinary Committee will investigate and evaluate the case and provide the student with an opportunity for hearing before the Committee. The Committee shall determine whether academic dishonesty occurred and set the appropriate action or penalty. The Chair of the Disciplinary Committee will make its recommendation directly to the Dean – Academics or Academic Coordinator. Any appeal should be directed to the Dean – Academics or Academic Coordinator.

The consequences for students caught cheating and plagiarism will be as follows :

- a) Immediate failure of the module/unit, which have to be repeated; and fees will be charged for this re-sit
- b) This incident will be entered into the student's record.
- c) The findings of the inquiry will be forwarded to the student's parents / legal guardian.
- d) Any further incidence of cheating or plagiarism will result in the student being expelled.

STUDENT SERVICES

CHANGE OF PERSONAL DETAILS

It is extremely important for you that the University keeps updated information of your personal contact details for convenience of:

- a. informing you in the event that the class is postponed or cancelled;
- b. updating you on new policies and procedures of the University;
- c. informing your family in the event of an accident;
- d. general correspondences.

If you have changed your personal particulars/details, you must complete the Student's Particulars Update Form and submit it to our GUMS team as soon as possible. A copy of the form can be obtained from the Student Service Office.

Confidentiality:

GNA University is committed to maintaining the confidentiality of our student's personal information and undertakes not to divulge such information to any unauthorized third party (except to government authorities) without the prior consent of the student. GNA has a Personal Data Protection Policy in place to that effect.

NOTICES BY GNA UNIVERSITY

GNA may notify students on some of these issues:

- a) Time or change in Time Table/Venue
- b) Exam schedule or change in exam schedule/venue
- c) New or change in policies and procedures of the University
- d) Upcoming events/activities of the University
- e) Collection of assignments/projects

The University will not be liable for any student who misses deadlines due to failure in checking his/her GUMS Log In. All students must provide a working email contact for GU communication.

GNA UNIVERSITY ID CARD

All GU students will be issued with a GU student ID card, which must be produced as a form of identification when required by the University. The student ID card is also used for compulsory verification during exams and usage of campus facilities.

If you misplace your student ID card, you must approach our Student Services Office immediately to arrange issuing of new ID card for which a nominal fee is chargeable.

REQUESTS FOR REFERRAL LETTER / BONAFIDE CERTIFICATE

If you need a referral letter or Bonafide Certificate from the University to certify your enrolment with the University and/or your current academic performance, you must complete the Request for Document Form and submit it to Registrar Office for processing. **The registrar office will take 1 working day from the date of request to process your request.** Any request that involves or requires processing time by external parties (e.g. university partners, government authorities, etc.) will take at least 14 working days.

PRINTING & PHOTOCOPYING

Facilities for printing and/or photocopying of additional handouts, assignments/projects, or any other materials required by students are available at the GU Tuck Shop.

A student can approach our Student Service Administrator for assistance where ever required.

LIBRARY RULES

All students must observe and abide by the following rules and regulations of the library :

- a. Other than the consumption of plain water (bottled), eating or drinking in the library is not allowed.
- b. To prevent causing disturbance to other students, you are to maintain silence at all time while in the library. Mobile phone must be switched off or on the silent mode.
- c. Reference materials are only meant for in-house consultation. No materials from the Library may be removed without approval.
- d. All printed publications are protected by the Copyright Act. Where a literary, dramatic or musical work is not less than 10 pages, students may photocopy up to 10% of the number of pages in a published edition of the work or if the work is divided into chapters, up to one chapter.
- e. The library is a study area and students should not treat it as a resting/eating place.

It is an offence to write in, damage, lose or refuse to return library material. For any lost item, the borrower will be required to pay the replacement copy and related administrative fee.

Students are encouraged to utilize the library resources of our campus to do their research or project. The library is accessible for all students. The reference books are only meant for browsing in the library and students should not remove the books from the library without the authorization from the University.

USE OF COMPUTER IN THE COMPUTER LABS

Students can inform our Student Service Office if there is a need to use the computer in the computer labs to work on their assignments or projects. However, penalties apply for any abuse of the computer usage service.

DONT's

- a) Install or remove software
- b) Change any Windows settings
- c) Store files on the computer's hard drive.
- d) Sit or lean or write on the tables.
- e) Unplug any equipment and peripherals.
- f) Bring food or drinks into the computer labs.

DO's

- a) Use the available software and the Internet for your study.
- b) Store your work files and assignments etc. on your own external drive / thumb-drive.
- c) Scan your thumb drive or storage device for virus and Trojans.
- d) Keep the general Computer Labs premises clean and orderly. Shut down the computer properly when you are finished.

- e) Inform our Student Service Administrator when you have completed your usage.
- f) Remember to take all your personal belongings with you.

LOST & FOUND

Any article/item found within the University can be referred to the reception. Students can approach the Reception Office to check for their lost article/item. Lost article/item not claimed within fourteen working days will be discarded or disposed of accordingly.

WIRELESS INTERNET CONNECTION

The University would provide Wireless Internet facility to the students for research and project work.

FINANCIAL ASSISTANCE

- The Institution would be giving scholarships to the deserving students in order to encourage them to go further and perform better, thus upholding the Core Values of GU.
- Facilitation of Education Loan

ACADEMIC ASSISTANCE

The University would be conducting Language Programmes and extra classes (outside the normal study hours where applicable) for students who require coaching in English Language and Maths, as these subjects form the foundation of the various courses to be taught.

INTERNATIONAL STUDENTS

International students entering India agree to follow the regulations of their immigration status. They should refer to the requirements information in compliance with Indian immigration regulations, which govern the procedures and laws governing their academic study, travel, and employment in India. All the international students are required to report to the International Students Office (iso@gna.university) soon after their arrival to the university. ISO shall ensure the completion of all the formalities making the stay of an international student hassle free. The University bears no responsibility for the loss or theft of or damage to personal property of students. Students and their parents are encouraged to purchase insurance that will cover the student's personal property while the student is away from home attending University. Any loss, theft, or damage to personal property should be promptly reported to the Registrar, GNA University.

LOCAL STUDENTS

Full-time students enrolled in GU must attend all classes to obtain their qualification. If any student remains absent from the class for the consecutive seven working days, his or her name will be struck off from the records and it will require readmission. All non-attendance must be supported with a medical certificate or approved leave of absence from Head/ Dean of your respective faculty. A student may be barred from exams if his/her attendance falls below 75% for each course of study. In addition, the student may not be placed out for fieldwork practicum (if any) if his/her attendance is less than satisfactory.

PAYMENT OF FEE

Fee Payment

Tuition fee payment will be due two weeks before the commencement of course or new course phase. Payment can be made in full or by instalments according to the predetermined plan. A non-refundable Registration Fee is to be paid upon enrolment. Receipts will be issued to the students at the time of payment, and students are reminded to keep these receipts for future references in the event of any payment discrepancies that might occur.

Mode of Payment

Students may opt to make payment of tuition/ course fees through the following options:

- a) Cheque
- b) Demand Draft
- c) Online

All payments have to be made in Indian Rupees

Late Payment of Fee

Students are expected to observe the stipulated deadline as indicated in the payment schedule and/or our notice for payment, failing which, they will be liable to pay late fee of Rs. 100 per day.

Outstanding Fees

Students are expected to make timely payment of Tuition fees to the University. A student may be barred from attending classes, sitting for exam and/or progression to the next level, if he/she fails to satisfy any outstanding financial obligation.

GU reserves the right to bar students from attending exams and/or withheld certificates and/or academic transcripts of these students until their outstanding financial obligations with the University are fulfilled.

STUDENT REDRESS/DISPUTE RESOLUTION

- Students may provide feedback or complaints to GU through emails, letters, feedback forms or phone calls.
- Matter is recorded in a complaint/feedback log and acknowledgement issued. GU Officials will target to resolve within 2 working days from the date of complaint log.
- The matter has to be resolved within 21 working days from the date of complaint log. All Critical complaints must be resolved within 15 working days.

COURSE MATERIALS / HANDOUTS

Students may receive a combination of the following course materials in GU-CMS before the commencement of class of each subject.

Course Outline details the essential information about the subject such as the synopses and objectives of the subject and a guide to the area of study for each class. It will also provide the full information about assessment of the subject, including assignment questions, assignment weighting, submission deadlines and assessment guidelines.

Lecture Notes/ PowerPoint Slides are the main study materials for the subject. Please note that students are not required to purchase any additional textbooks for each subject. However, students are encouraged to gain access to the recommended reference materials specified in the Course Outline to enhance what they have learnt from the subject.

Articles may be supplied, containing copyright materials such as copies of essential journal/articles, newspaper clippings, and short extracts from textbooks.

Supplementary Readings are materials to provide additional information relevant to the subject but will not be covered under the scope of assessments.

Collection of Course Materials / Handouts

Study materials will be issued to students before every class by the lecturer. All students who were absent during any lessons must collect the course materials from the Student Services Officer.

Photocopying of Additional Handouts

Facilities for printing and/or photocopying of additional handouts, assignments/projects, or any other materials required by students are available at the University's Library.

GU student who is absent from class/session must submit the documentary proof covering the period of absence to the Student Services Office within three working days to avoid being penalized for missing classes. Documentary proofs that are valid include :

- a) Approval of Leave by Head / Dean of your respective faculty.
- b) Medical certificates issued by a medical practitioner.
- c) Letter from parents or legal guardian explaining your absence with valid reason/s .
- d) Documentary proof explaining your absence for any unforeseen and unavoidable circumstances.

ACADEMIC CALENDAR

Please refer to www.gnauniversity.edu.in/academiccalendar

FEE STRUCTURE

Please refer to www.gnauniversity.edu.in/fee

CLASS SCHEDULING

Timetable / Course Schedule

Timetables / course schedules and the allocation of lesson venues are available on the **University Management System**. Students are encouraged to refer to their schedule on a daily basis as there may be changes occasionally.

The timetable / course schedules are fixed by the University and for the benefit of the majority of students, we will not be able to make changes to the timetable/course schedules to accommodate individual student's schedule.

Changes in Timetable / Course Schedule and/or Venue

While the respective Faculty strives to commit to the timetable/course schedule and lesson venue agreed/conveyed to the students, GU reserves the right to amend the timetable/course schedule and/or lesson venue whenever necessary.

If there will be any change in the timetable/course schedule and/or lesson venue, the students will be informed accordingly through GUMS.

RE-ENROLMENT FOR NEXT SEMESTER

INTER AND INTRA FACULTY PROGRAMME CHANGE

PURPOSE: To ensure the smooth flow of Inter and Intra Faculty transfer of students due to change of Programme they opted for. Before the student file an application for the change of Program, student must understand the following:

- i. Degree requirements and the qualifications to be accepted into the program to which student want to change.
- ii. A programme change may affect student's fee.
- iii. Student may also contact the Dean of the programme to which he/she wants to change.
- iv. Student may make one type of change request at a time.

PROCESS:

Types of change in program

- i. Change of Major:** When student desirous of changing the major discipline but home Faculty and degree type stays the same.
- ii. Change of Degree:** When degree program changes but home Faculty remains the same.
- iii. Change of Faculty:** Home Faculty changes.

Eligibility

A number of factors will be taken into consideration when you submit your program change request. Some programs will consider your request based solely on your academic record including your grade point average (GPA) and/or any prerequisite courses. Other programs may require you to contact the Dean of the respective Faculty

Change of Program Request – At the time of submission of documents

Students who want to change the Program at the time of submission of documents to confirm their enrolment to the particular Program can do the same and require to fulfil the following procedure :

- i. Submit the application in the prescribed Application Format for the change of Program.
- ii. Admission officer will check if the student fulfils the eligibility of the program in which he/she is seeking admission.
- iii. The same application will be forwarded to the Registrar office.
- iv. Registrar office will check and verify the details and check the eligibility according to the Programme in which student wishes to enrolled into. Student will be informed about the fee changes. If the student agrees Registrar office will keep the application in the Student's Personal File.

v. When student's complete file will move to GU-CMS team member, he or she will change the Program in the online system.

Change of Program Request - Within fifteen days of the start of classes

Student who takes admission in any Program belonging to any faculty can do the same within fifteen days of the start of classes. For changing the Program, student has to follow the following steps:

- i. Fill the Application Format for the change of Program.
- ii. Get the approval from the Dean of the concerned faculty in which the student is already enrolled into.
- iii. Get the approval of the Registrar to confirm if the seat in the program in which student is seeking admission is available.
- iv. Get the application signed by the Dean of the Faculty in which student is seeking admission.
- v. Submitting the approved application to the Registrar office.
- vi. Submitting the copy of approved application to the GU-ERP office.

EVALUATION AND ASSESSMENT

GRADING SYSTEM

At the end of the semester, a student is awarded a grade in each of the course he/she has taken during this period. The grade awarded to a student in a course will depend on his/her total performance in all the components of evaluation as designed by the instructor-in-charge.

There are eight letter grades : A+, A, B+, B, C+, C, D, and F that have grade points with values distributed on a 10 point scale. The letter grades and the corresponding grade points on the 10-point scale are as given in the following table.

Description	Range of Marks	Grades	Grade Point
Outstanding	≥90	A+	10
Excellent	≥80 & < 90	A	9
Very Good	≥70 & < 80	B+	8
Good	≥60 & < 70	B	7
Fair	≥50 & < 60	C+	6
Average	>40 & < 50	C	5
Minimum Acceptable	40	D	4
Fail	< 40	F	0
Incomplete		I	-
Withdrawal		W	-
Grades Awaited		GA	-
Satisfactory(for zero credit courses only)		S	-
Unsatisfactory(for zero credit courses only)		U	-

i. A+' Grade: An 'A+' grade stands for outstanding achievement.

ii. D' Grade: The 'D' grade stands for minimum qualifying performance. It is the minimum passing grade in any course.

iii. F' Grade: The 'F' grade reveals very poor performance i.e. failing the course.

iv. I' Grade: The 'I' grade denotes incomplete performance. It may be awarded to a student if who has not fulfilled all the requirements of the course due to some extra ordinary circumstances. I grade does not appear permanently in the grade sheet. After completion of all the course requirements, the I grade is converted to regular grade (A to 'F', or other grades)

v. W' Grade: The 'W' grade is awarded in a course where the student has opted to withdraw from the course.

vi. GA' Grade: Before a Grade is published, the Exam cell can withhold it and the results of such students will show 'GA' (Grade Awaited). This will later get replaced by a proper grade. This could be in situations like - a case of unfair means or indiscipline, or where marks are zero.

vii. S' Grade (For Zero credit courses only): The 'S' grade is awarded for complete/satisfactory work in independent study like thesis work, project work, field work, industrial training or any other qualifying course etc.

viii. U' Grade (For Zero credit courses only): The 'U' grade is awarded for incomplete/unsatisfactory work in independent study like thesis work, project work, field work, industrial training or any other qualifying course etc.

Computation:

- **Computation of SGPA and CGPA:** A student's overall academic performance in a given semester is represented by Semester Grade Point Average (SGPA) and the overall performance in all the courses completed up to the current semester is represented by Cumulative Grade Point Average (CGPA). SGPA and CGPA are calculated as the weighted averages of the grades.
- **SGPA (Si) = $\sum(C_i \times G_i) / \sum C_i$** , Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.
- **CGPA = $\sum(C_i \times S_i) / \sum C_i$** , Where S_i is the SGPA of the i th semester and C_i is the total number of credits in respective semester.
- If required, the percentage of marks shall be calculated by multiplying the CGPA with 10.

Typical academic performance calculations - I semester

Course Code	Course Credit	Grade Awarded	Grade Points	Points Secured
PHYS101	5	C+	6	30
MATH101	4	C	5	20
ENVS101	4	A+	10	40
ECEL101	2	B+	8	16
CSEP101	4	F	0	00

Credits registered in the Semester: 19 Credits Withdrawn: Nil

Registered Credits after Withdrawal: 19 Earned Credits: 19

Points secured in the Semester: 106

SGPA = Points secured in the semester/Credits registered in the semester = $106/19 = 5.58$

PASSING CRITERIA

- Student must pass all the courses with 4.0 CGPA.
- Year wise promotion will be done only if student cleared 50% of courses of first year.
- A student who is not eligible for promotion will have the option to either Repeat the Year / take an Academic Break/Repeat a Semester or Withdraw from the programme for which she/ he will apply to the Programme in Charge / the Head of the Faculty. The Program in Charge / the Head of the Faculty will forward the undertaking / request of students to the Controller of Examination, who will examine each case and forward to the Vice Chancellor. The decision will be taken by the Vice Chancellor based on the performance of the student and recommendations of the Programme in Charge / the Head of the Faculty.

RE-APPEAR

Student with backlog of one semester will be carried forward to the next semester. Re-appear examinations will be conducted twice in a year after ESE of every semester.

PROGRAM QUALIFYING CRITERIA

For qualifying the Program, every student is required to earn minimum credits of that Program. If any student fails to earn minimum credits for the programme then he/she will get a chance to complete his/her Programme in two more years than the actual duration of degree i.e. the maximum permissible period for completing a program shall be n+2 years. If the Programme is of less than two years, then the maximum permissible period for completing a programme will be n+1 year.

On request from the student and recommendation of the Program in Charge or the Head of the Faculty, the Vice Chancellor may grant extension of one more year(1) i.e. n+1+(1) for 2 years course and n+2+(1) for 3 years and above course for completion of programme.

The student must pass in Summer Training/Internship, Project, Dissertation (wherever prescribed), by securing at least C+ Grade or S Grade (as applicable)

DETENTION POLICY

Student can be detained because of:

I. Non Payment of any outstanding fee on account of tuition, Transport, Hostel or any other.

Student is subject to detention if the student has any outstanding fee to his /her account.

Any student who has not paid any of his / her dues but has fulfilled condition of cut off attendance passed by Attendance Review Committee before the start of exam, can be permitted to sit in the exam after taking special approval from President or Vice Chancellor on recommendation of respective Dean/ Head. But the result of the candidate will be withheld until and unless the whole fee will be paid by the concerned student.

ii. Non fulfilment of condition of minimum cut off attendance recommended by Attendance Review Committee

- If the detention is due to non-fulfilling of attendance condition, then student is not allowed to take his / her final examinations. In this case, student is required to re-register for the semester for which he/she is detained. Student can re-register himself / herself at the end of the program by paying the semester fee.
- If the student gets detained in both the first and second semester that student has to re-register with the immediate junior batch and in this case another option is not available to the student.
- If the student gets detained for the consecutive third time, in that case the student has to exit the program.
- Under no circumstances, student will be allowed to register for two semesters simultaneously.

President and Vice Chancellor has the authority to allow any student to appear in the final examination as a special case.

EVALUATION AND ASSESSMENT

a.The evaluation and assessment will be completed within the semester and the result will be

to the Examination Branch latest by three days prior to the last day of the class. The students who have missed the assignments/tests etc. will be awarded '0' marks.

b. There will be no provision for re-appearing in any component of evaluation and assessment in subsequent semesters. If there is a genuine reason, the Programme in Charge or the Head of the Faculty may conduct; make up tests in the same semester.

c. The relevant Academic Regulations will govern the Criteria/Components of evaluation and assessment.

EXAMINATION RULES FOR STUDENTS

Timings:

1. Students must be present inside the examination hall 15 minutes before the examination starts.
2. Students arriving late shall not be allowed to enter the examination room/hall 30 minutes after the start of examination but within the 30 minutes also the permission of the centre Superintendent is required.
3. Students will not be allowed to leave the examination hall before half time of exam and without signing the attendance sheet.
4. Students are not permitted to leave the examination hall during the last 10 minutes of examination.

Identity check-up:

1. Every student must keep their Admit cards always with them and show it to the supervisory staff/inspection team on duty as and when required/demanded. Failing which, the student will not be allowed to appear in the exam.
2. For any reasons if a student does not possess his/her admit card, a fine of Rs. 100 will be imposed for issuing a duplicate admit card. This needs to be done before start of examination.

Breaks:

1. Breaks for visits to bathroom may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on the particular occasion are followed.
2. If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator and HOD's concerned may make suitable arrangement for proper medical attention for the student.
3. No student shall re-enter the examination hall after leaving it unless he/she was under approved supervision.

Question papers:

1. The invigilator distributes question paper & answer sheets among students. No sheet other than the approved one shall be used. An examination written on other than the approved sheet will be considered invalid.
2. During an ongoing examination, students are not allowed to take the examination paper outside the examination hall. After the examination, the student should personally submit his/her answer sheet to the invigilator even a blank answer sheet shall, be handed over to the invigilator.

Other materials:

1. Students shall bring their own pen, pencil, eraser, calculator, etc. Exchanging or sharing of resources shall not be permitted inside the examination room.
2. Students will be responsible for the safe keeping of all personal belongings they bring to the examination hall. The University will not take responsibility for the loss or damage of such belongings.

3. No student shall be allowed to carry any textual material, printed or written, bits of paper or any other material inside the Examination room/hall. If any student is found in possession of such material after commencement of examination-whether in use or not-he/she is liable to be disqualified
4. Mobile phones are not allowed in the examination hall even switched off. If any student is found in possession of Mobile phones, cellular phones and other unauthorized electronic gadgets etc. in the Examination Hall after commencement of the examination-whether in use or not-he/she will be deemed to have been using unfair-means.
5. Calculators with more than one-line display or with alphanumeric display (programmable calculators) are not permitted in the examination hall unless specified in advance by the examiner. If the invigilator reasonably believes that student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator and report the matter.
6. The students are not allowed to bring any eatable item inside the examination hall.

Disturbance:

1. The student shall behave properly before, during and after the examination to maintain the conducive atmosphere at the examination centre. The student found guilty of misbehavior or using or attempting to use unfair means shall be liable for suitable punitive action.
2. During the examination, there must not be any communications among students or between a student and an outsider via any mean, such as phones or any device. This rule applies to students in the examination hall and those on supervised breaks for visits to bathroom/s.
3. No student shall leave his/her assigned seat without the permission of the invigilator.
4. It is the invigilator's discretion to decide whether, there is enough reason to remove a student from the examination hall owing to disorderly conduct.

Miscellaneous:

1. Students are instructed, not to write or disclose any of the personal details on answer sheets, failing which the paper may be cancelled.
2. Student shall write his/her Name /Regd. No. only on the question paper.
3. No extra sheet will be provided to the students.
4. Students must count the pages of the answer sheet before start writing on it and must get the answer sheet stamped. If not, then must inform the invigilator.
5. Paper should be attempted in continuation without leaving a blank page in between.
6. Students must cross the blank space or pages of the answer sheets after the completion of the paper.
7. If a student is suffering from serious medical problem, will be provided writer in the Examinations, only subject to prior permission from the Dean (Academics). The writer to be allowed should not be of the same educational status but at the most one class lower than that of the examination. The documentary proof along with recommendations of concerned HOD will be required.

MAKE-UP-EXAMINATION

If a student remains absent in Mid Semester Examination of the course due to the death of his/her first blood relation (Mother/Father/Sister/Brother/Daughter/Son) on the day of the examination, or at the most two weeks prior to the test, or on medical grounds, or participation in sports/cultural activities with the permission of the Dean, the Dean may permit the such student for the make-up Examination within two weeks of the date of the test from which the student was absent, provided further that the exam shall be based on the syllabus covered till date. Under similar conditions, if a student is making up for End Semester Examination then permission of the Controller of Examinations will be required.

CHEATING DURING EXAMINATION

Candidates who are caught cheating or attempting to cheat during the exam may continue with the exam pending inquiry by Examination Discipline Committee. Cheating of any form, such as but not limited to, talking, passing of notes and scrap papers, possession of mobile phones, hidden notes and any gadgets/devices/paraphernalia used to achieve an unfair advantage over fellow students, is forbidden at GNA University.

A fail grade will be awarded to the candidate if the Examination Discipline Committee finds during the inquiry session that cheating had occurred during the exam.

The University takes cheating very seriously and there will be a formal inquiry by the Examination Discipline Committee. We would like to highlight that if the charges are substantiated, the consequences will be as follows:

- a. Immediate failure of the module/unit, which have to be repeated; and fees will be charged for this re-sit
- b. This incident will be entered into the student's record.
- c. The findings of the inquiry will be forwarded to the student's parents / legal guardian. Any further incidence of cheating or plagiarism will result in the student being expelled.

The Committee's recommendation / decision is final unless the Committee recommends that the student be either suspended or expelled, in which case the final sanction is decided by the chair-person of Examination Discipline Committee.

PUBLICATION OF EXAMINATION RESULTS

Results of all course assessments and examinations (project) shall be finalized by the Examination Board. Original result will be issued one month after the last assessment of the subject. Please note that results will be withheld if students have outstanding fees or required documents with the University. The time line required for the processing and release of exam results may take up to three months subject to the complexity and requirements of the academic processes. Candidates must check their results from the notice board. To protect privacy and ensure accuracy of information, results will not be released over the telephone.

STUDENT'S CLUBS AND SOCIETIES

Extracurricular and Co-curricular activities provide an opportunity and conducive out-of-classroom learning environment for students to cultivate and nurture their talents, and leadership capabilities with a view to groom them to be multi-skilled, all-rounded and well networked professionals possessing the requisite competitive skills.

Extracurricular and Co-curricular activities are an essential part of GNA University learning experience and can confer a range of benefits to the participating students like:

- Social Skills
- Social and Cultural Awareness
- Builds Self Confidence
- Leadership Skills
- Peer Interaction
- Faculty Interaction
- Problem Solving Skills

Research and history show that the students who actively participate in extracurricular and co-curricular activities do well in their academics as well, since these activities foster competitiveness, commitment, team work, develop self-esteem, initiative and help reduce stress.

All employers consider soft skills as important criteria for selection of an employee. Active participation in extracurricular and co-curricular activities is the best way to develop the soft skills like communication, positive attitude, goal directed behavior, etc.

GNA University provides opportunities to all the students to participate actively in extracurricular and co-curricular activities through various clubs, committees and competitions.

Objectives of Clubs & Committees

- To promote and conduct disciplined intellectual, creative, civic and cultural activities amongst students.
- To promote study and discussion of subjects of national and international importance
- To encourage amongst students, awareness of the responsibilities of an individual in a democratic society.
- To promote social service activities
- To foster the spirit to update oneself with the latest technical and management developments.
- To inculcate the culture and values of GNA University and exhibit the same wherever they participate.

DISCLAIMER

The University reserves the right to modify the requirements for admission and graduation, to amend any regulation affecting the student body, and to dismiss from the University any student if it is deemed by the University to be in its best interest or in the best concern of the student to do so.

Important Contacts :

Registrar : registrar@gnauniversity.edu.in

Academic Affairs : dean.academics@gnauniversity.edu.in

International Office : iso@gnauniversity.edu.in

Research and Development : research@gnauniversity.edu.in

Grievance Committee : grievance@gnauniversity.edu.in

Student Welfare : student.welfare@gnauniversity.edu.in

Important Contacts

Services related to	Mail to:
GNA Business School	dean.gbs@gnauniversity.edu.in
Faculty of Engineering, Design and Innovation (Engineering Division)	dean.fet@gnauniversity.edu.in
Faculty of Engineering, Design and Innovation (Design Division)	dean.fdi@gnauniversity.edu.in
Faculty of Hospitality	dean.foh@gnauniversity.edu.in
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